



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

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OFFICE OF
CIVIL RIGHTS

MEMORANDUM

SUBJECT: Reasonable Accommodation Data for Fiscal Year 2019

FROM: Amanda Sweda, National Reasonable Accommodation Coordinator
Office of Civil Rights

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Office of Civil Rights

TO: Vicki Simons, Director
Office of Civil Rights

Fiscal Year (FY) 2019 was a record year for the Reasonable Accommodation (RA) program as 665 requests were processed, an increase of 44.8% from the previous FY. Of the 665 requests, 623 were initiated in FY 2019 and 42 were initiated in FY 2018. The requests initiated in FY 2018 were in pending status on September 30, 2018 and were completed in FY 2019.

The following is a summary and analysis of the FY 2019 RA requests:

Of the 623 FY 2019 requests:

516 requests were initiated, processed, and concluded in FY 2019:

- 457 requests were approved;
- 13 requests were denied;
- 31 requests were withdrawn by the employee;
- 2 requests were denied under reasonable accommodation (RA) but offered some relief outside of the RA process; and
- 13 requests were closed¹.

Additionally, of the 623 FY 2019 requests, four (4) were from new employees and one (1) was from an applicant.

¹ Employee resigned, retired or separated from the Agency or in some cases passed away; therefore, a decision for the request was no longer needed and was closed without a final decision.

107 requests remain in pending status and have been carried over to FY 2020 to continue processing.

FY 2019 is the first year that EPA tracked Personal Assistance Services (PAS) requests. There were two (2) PAS requests for travel assistance.

In FY 2019, the Agency processed and concluded 508 of the 516 requests (or 98.4%) within the time frames identified in EPA Reasonable Accommodation (RA) Procedures with an average processing time of 20.5 days. The Agency has attained a 90% or greater processing rate for *nine* consecutive years.

The most requested items or types of accommodations made in FY 2019 were:

1. Telework (episodic, full-time, additional day, etc.) with 237 requests²;
2. Sit/stand desks with 77 requests;
3. Assistive technology equipment as well as ergonomic equipment such as ergonomic keyboards (combined) with 69 requests.
4. Modified or flexible work schedule (start/end times) with 52 requests;
5. Facilities related requests such as small refrigerators, space heaters, workspace modification, and changes to lighting with 49 requests.

The National Reasonable Accommodation Coordinator (NRAC) and Assistant NRAC delivered 20 training sessions to a total of 746 participants including employees and management. The 20 training sessions included Agency-wide trainings delivered in person and via teleconference meeting software, as well as trainings for Region 9, Region 10, Cincinnati, Office of Enforcement and Compliance Assurance (OECA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Land and Emergency Management (OLEM) and Office of General Counsel (OGC).

If you have any questions about the reasonable accommodations processed during FY 2019, please do not hesitate to contact us.

Cc: Kevin Bailey, Deputy Director
Cynthia Darden, Assistant Director Title VII
R. Renee Clark, Acting Assistant Director, Affirmative Employment Analysis and Accountability
Geoffrey Ng, Regional National Reasonable Accommodation Coordinator (on detail)

² In FY 2019, there were more requests for telework reasonable accommodations as a result of the changes to the telework policy. A new collective bargaining agreement for the American Federal of Government Employees changed the number of telework days allowed under the Telework Policy effective July 8, 2019. As a result of the changes in telework days, some employees made a request for additional telework because of their limitations. Some telework requests were related to construction issues (air quality, dust, etc.) during building consolidations or moves to new office locations.